

Water Shut Off Request Form

Please submit this form in order to schedule water shut-off in your building for repairs inside your unit. You are responsible for charges incurred by the condominium association for this service.

Water shut-offs may be scheduled Monday through Thursday. The shut-off must start at 10:00 AM and can be scheduled up until 2:00 PM. All shut-offs must be scheduled at least two (2) business days in advance.

For service continuity, water will not be turned off until work is ready to commence. You (or your contractors) are responsible for contacting the management office at 617-887-3333 when you are ready for the shut off.

Please submit your completed request form by email to condocommunications@lundgrenmgmt.com or by fax to 617-887-3330.

Unit Owner Name:

Street Address and Unit # (Where You Need The Water Shut-Off):

Phone Number: _____

Reason For Shut-Off:

Date & Time For Requested Shut-Off:

Check One M T W TH Date ____/____/20__

10:00 AM to ____:____ AM / PM

*If you do not receive a confirmation call or email from our office informing you that the shut-off has been scheduled, please call our office at 617-887-3333 at least two (2) days prior to conducting any work to verify we received your form.

Thank you!
The Management Team

